



SACHI A. HAMAI  
Interim Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

Board of Supervisors  
HILDA L. SOLIS  
First District

MARK RIDLEY-THOMAS  
Second District


SHEILA KUEHL  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

September 25, 2015

To: Patrick Ogawa  
Acting Executive Officer

From: Sachi A. Hamai   
Interim Chief Executive Officer

### REVIEW OF BOARD POLICY NO. 3.090

As requested, our office has reviewed Board Policy No. 3.090, County Aircraft Policy, which is scheduled to sunset on December 19, 2015.

There are no recommended changes to the existing policy. We recommend extending the sunset for this policy to December 19, 2019.

If you have any questions or need additional information, you may contact Sheila Williams, Public Safety, at (213) 974-1155 or [swilliams@ceo.lacounty.gov](mailto:swilliams@ceo.lacounty.gov).

SAH.JJ:SK  
SW:DC:cc

Attachment

Aircraft.Sunset.Review.M.092515.Docx

*"To Enrich Lives Through Effective And Caring Service"*

***Please Conserve Paper – This Document and Copies are Two-Sided  
Intra-County Correspondence Sent Electronically Only***



# Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
3.090	County Aircraft Policy	07/14/98

## PURPOSE

---

Permits public service, including elected officials serving their constituents, but also prevents abusive use.

## REFERENCE

---

November 5, 1991 Board Order, [Synopsis 63](#)

December 19, 1991 Chief Administrative Office memorandum, "[County Aircraft Policy](#)"

## POLICY

---

Continuation of the Sheriff and Fire departments internal aircraft use policies, in addition to a general policy on the use of aircraft by County officers and employees.

### **General Policy – Establishes three priority use levels.**

1. Uses associated with law enforcement and fire protection and rescue needs.
2. Uses associated with assisting County departments and agencies with activities related to the requesting department/agency's main mission that could not otherwise be feasibly accomplished.
3. Transportation of any County official in the conduct of County business.

The Sheriff and Fire departments are responsible for determining their ability to accommodate flight requests, which are subject to cancellation based on emergent needs. Requesting departments are required to fully reimburse the servicing department for all flight costs.

The Sheriff and Fire Chief shall provide annual reports to the Board of Supervisors on priority use level two and three as stated above on a fiscal year basis.

## RESPONSIBLE DEPARTMENT

---

Chief Executive Office

## DATE ISSUED/SUNSET DATE

---

**Issue Date:** December 19, 1991  
**Review Date:** November 20, 2003  
**Review Date:** October 27, 2007  
**Review Date:** November 17, 2011  
**Review Date:** September 24, 2015

**Sunset Review Date:** December 19, 2003  
**Sunset Review Date:** December 19, 2007  
**Sunset Review Date:** December 19, 2011  
**Sunset Review Date:** December 19, 2015  
**Sunset Review Date:** December 19, 2019